



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Prevention Specialist (5 year Grant position)

Location: Lac Courte Oreilles Community Health Center

Salary Range: \$13.50 - \$15.00 per hour

Hours: Monday – Friday 8:00am-4:30pm

Posting Date: November 9, 2015

Closing Date: November 23, 2015

Description of Position:

The Prevention Specialist will work closely with our AODA (Alcohol & Other Drug Abuse) Prevention Coalition/Workgroup and community at large to identify, select and implement evidence-based practice/practice based evidence prevention strategies for UAD (Underage Drinking) and prescription drug abuse/misuse that are data driven, culturally appropriate, and that use the SAMHSA (Substance Abuse and Mental Health Services Association) Strategic Prevention Framework and the GLITC Inter-Tribal Strategic Prevention Plan.

Qualifications:

- High School Diploma
- Associate's Degree in Prevention or Substance Abuse Counseling or Related Field preferred.
- Have a current WI Prevention Specialist License or willing to gain the WI Prevention Specialist in Training License and Full Prevention Specialist License within two years.
- Experience in providing substance abuse prevention education and programming to Native American Communities.
- Experience and knowledge of local tribal culture and customs.
- Knowledge of the Electronic Health Record preferred.

- Knowledge and experience of internet software; Spreadsheet software, Excel and Word Processing, MS Office, including Outlook Software required.
- Must have strong communication skills and time management skills.
- Must be able to pass a background check.
- Must be able to pass pre-employment drug screen and random drug screens then after.
- Must have Valid WI Drivers License.
- Must have sufficient vehicle insurance coverage.
- Must abide by all HIPAA regulations.

Major Duties and Responsibilities:

1. Work with the Lac Courte Oreilles youth and community.
2. Coordinate all local tribal SPF-PFS (Strategic Prevention Framework-Partnership for Success) project activities.
3. Collect, store and compile local tribal project documentation.
4. Work closely with local Alcohol and Other Drug Abuse (AODA) Prevention Coalition/Workgroup to collect, analyze and report on behavioral health data as required.
5. Work closely with local representatives on the SPF-PFS Advisory Council, Inter-Tribal EBP/PBE Workgroup and Inter-Tribal Epidemiological Outcomes Workgroup (TEOW) (representatives will be designated by the Tribal Health Director).
6. Oversee Tribal/GLITC contract for SPF-PFS activities and confer with appropriate Tribal and GLITC staff to manage budget; prepare and submit all required budget reports.
7. Maintain a professional and personal code of conduct which corresponds to the SPF-PFS goals.
8. Assist in the assessment for training/technical assistance needs and provide, as necessary, utilizing partnerships.
9. Implement and report on the Community Level Instrument – data collection and input twice a year.
10. Reporting of Adverse Incidents according to policy.
11. All other duties assigned by the Behavioral Health Director.

Supervision and Guidance:

The Prevention Specialist reports directly to the Behavioral Health Director with oversight by the Health Director.

***Applicants for employment with the Lac Courte Oreilles Community Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest
 Resume
 Credentials
 Proof of Stated Qualifications
 Three (3) current Letters of Recommendation
 Academic Transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.